



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

May 19, 2015

Denise Lough  
2016 Rainbow Drive  
Cedar Falls, IA 50613

Dear Child Care Provider,

This letter is in regards to the April 30, 2015 compliance check of your Level C2, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

- 1. Large bottle of acetaminophen and Lysol spray out within children's reach in bathroom. Provider moved while I was there.**
- 2. Door to gun room, with gun safe and gun rack on wall with guns on it, open and unlocked. Provider closed and locked door while I was there.**

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

**Need to complete and post.**

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

**Large bottle of acetaminophen and Lysol spray out within children's reach. Provider put up while I was there.**

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

**List attached for suggested items in first-aid kit. Medication list attached.**

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

***Need disaster plan by front door.***

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

***Need one in play room and living room***

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

***Need to test smoke detectors monthly and record.***

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years.

***Need physician's statement and immunization for Breanna. Need to call to report household change 1-866-448-4605. Need for co-provider Haley Gregory.***

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

***Need documentation it has been completed for provider, Denise, and co-provider, Haley.***

***Lindsay is not currently approved as your assistant. Before she can be used you will need to contact Child Care Registration at 1-866-448-4605.***

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

***Missing in 3 children's files.***

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

***Missing in 3 children's files.***

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

***Missing in 3 children's files.***

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

***Missing in 8 children's files.***

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

***Missing in 8 children's files.***

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

***Missing in 2 children's files.***

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

***Missing in 7 children's files.***

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

***Missing in 3 children's files.***

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

***Missing in 7 children's files.***

***See attached list with children's names.***

☐ 110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "C"

☐ 110.10(1)b Of these 12 children, not more than four children under the age of 24 months are present at any one time.

***You have 8 children under 24 months of age.***

☐ 110.10(1)e If more than 8 children are present at any one time due to an emergency school closing exception, the provider shall be assisted by a DHS-approved assistant who is at least 18 years of age.

***Co-provider was not there when I arrived. Arrived 10 to 15 minutes after I was there.***

☐ 110.10(1)f Both providers are present whenever 4 children under the age of 18 months are in care, and whenever more than 8 children are present.

***1. Co-provider was not present when I arrived. Arrived 10 to 15 minutes after I was there.***

***2. Six children under 18 months of age were present.***

***You need to reduce the number of kids under 18 and 24 months you provider care to at any one time.***

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration.

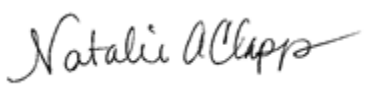
**Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319-292-2360 if you have any questions regarding this letter.

Sincerely,

Patricia Smart  
Social Worker II

A handwritten signature in black ink that reads "Natalie Alchipp". The signature is written in a cursive style and is contained within a rectangular box.

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319-233-0804.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC\\_Professional\\_Development.pdf](http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf) and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).